

HEADQUARTERS
1st Marines (-)(Rein)
3d Marine Division (Rein), FMF
FPO, San Francisco, 96602

RegtO 1610.1
1/GEJ/gmr
18 March 1966

REGIMENTAL ORDER 1610.1

From: Commanding Officer
To: Distribution List

Subj: Fitness Reports

Ref: (a) MCO P5000.3, MARCORPERSMAN, par 15068
(b) BUPERSINST 1611.12
(c) BUPERS Manual, par C-7821

1. Purpose. To publish implementing instructions for the preparation, submission and review of fitness reports for members of this Regiment for whom fitness reports are required.

2. Background. Fitness reports are prepared for Officers and Non-commissioned Officers of the Marine Corps in accordance with the provisions of reference (a). Fitness Reports for Officers of the Navy are prepared in accordance with reference (b). The Enlisted Performance Evaluation Sheet (NAVPERS 792) is prepared for all enlisted personnel of the Navy.

3. Occasion of Reports. Reports are prepared regularly on the dates shown below:

a. Marine Corps

- (1) Captains and above - last day of February and August.
- (2) Lieutenants, Commissioned Warrant Officers and Warrant Officers - last day of June and December.
- (3) Non-commissioned Officers - last day of January and July.

b. Navy

- (1) Commanders - last day of April.
- (2) Lieutenant Commanders - last day of May.
- (3) Lieutenants - last day of June.

RegtO 1610.1
18 March 1966

(4) Lieutenants (JG), Ensigns, and Warrant Officers - last day of February and August.

(5) Master and Senior Chief Petty Officers - 16th of February.

(6) Chief Petty Officers - 16th of January.

(7) First Class Petty Officers - 16th of June and December.

(8) Second Class Petty Officers - 16th of May and November.

(9) Third Class Petty Officers - 16th of April and October.

(10) Seaman (all grades) - 16th of March and September.

Additionally, reports are prepared on occasion of change of Reporting Senior; Transfer of the Officer; Non-commissioned Officer, or Petty Officer reported on; when directed by GMC or CNO; upon appointment of a Non-commissioned or Petty Officer to Commissioned or Warrant Officer Grade; upon discharge (except upon immediate reenlistment); upon reversion of an officer to enlisted grade, and upon other occasions as required by references (a), (b) and (c).

4. Action. On the occasions shown above, fitness reports will be prepared by:

a. The Regimental Commander, for:

(1) Battalion Commanders.

(2) All Regimental Executive and Special Staff Officers.

(3) The Commanding Officer, Headquarters Company.

(4) The Regimental Sergeant Major.

(5) The Commanding Officer, or Detachment Commander of any unit attached to the Regiment.

b. The Executive Staff Officers, for all Non-commissioned Officers assigned to their sections.

c. The following Special Staff Officers for the Non-commissioned Officers in the respective sections.

(1) Communications Officer

(2) Motor Transport Officer

RegtO 1610.1
18 March 1966

(3) Medical Officer - except that if the Medical Officer is of a grade of Lieutenant or below, reports will be prepared by the Regimental Executive Officer in accordance with reference (c).

d. The Commanding Officer, Headquarters Company for all other officers and Non-commissioned Officers of the Headquarters Company for whom fitness reports are required.

5. Recommended Markings. Recommended markings will be prepared and submitted to the Regimental Commander by:

a. The Executive Officer - for all Executive Staff Officers, the Air Liaison Officer, the Communications Officer, the Commanding Officer, Headquarters Company, and the Commanding Officer or Detachment Commander of any unit attached to the Regiment.

b. The Executive Staff Officers for all other officers assigned to their respective sections.

c. The Communications Officer for the Officers assigned to the Regimental Communications Platoon.

6. Procedures.

a. All reports to be completed by the Regimental Commander will be prepared and submitted by the Commanding Officer, Headquarters Company to the Regimental Adjutant no later than the first day following the occasion of a required report. Battalion Commanders and Attached Unit Commanders will complete section A and submit their own fitness reports to the Regimental Adjutant as stated above.

b. The Commanding Officer, Headquarters Company, will assist individuals with the timely preparation of any required report. The report will be signed by the individual reported on and delivered to the reporting senior no later than the first day following the occasion of a required report.

7. Action by the Reporting Senior. Reporting Seniors will promptly prepare and submit fitness reports. Prompt submission of fitness reports is mandatory. Individuals submitting fitness reports will forward them for review in accordance with paragraph 8 below within 15 days after the terminal date of the period covered.

8. Review. The reviewing officer is the officer next in the chain of command or supervisor above the reporting senior. Reports to be reviewed by the Regimental Commander will be submitted to the Regimental Adjutant no later than the 16th day after the terminal date of the period covered.

B. B. MITCHELL

DISTRIBUTION "B"